

**Commonwealth of Massachusetts
Town of Lanesborough**



Job Title: Assistant Collector/Treasurer

Classification: Non-Exempt

Pay Scale/Grade/Salary: \$22.00 (per hour)

Status: Full-Time (32 hours per week)

Reports to: Tax Collector/Treasurer

Mon. – Thur. 8:00 am – 4:00 pm

Benefits Eligible: Yes

**The Town of Lanesborough is an Equal Opportunity Employer*

The Town is seeking an energetic and positive individual who can help us strive to maintain a positive workplace culture and help the Town of Lanesborough move forward with organizational and employee success, while providing exemplary public service.

Job Summary:

The Assistant Treasurer/Collector is responsible for assisting the Treasurer/Collector with the oversight of the collection, recording, reconciling and posting of real estate, motor vehicle excise, and personal property taxes; as well as, reconciling daily receipts, issuing of all bills and other related duties as assigned. The Assistant Collector/Treasurer will assist with maximizing cash flow, monitoring receipts, and maintaining internal financial control procedures.

Supervision:

Works under the general direction of the Town's Collector/Treasurer but with supervision by the Town Administrator and Board of Selectmen.

Essential Functions:

- Assists the Town's Collector/Treasurer in the performance of all duties relating to the collection of taxes, fees and other monies due to the town.
- Track, enter, files, and codes accounts payable & receivable
- Codes, pays, and records department bills
- May be assigned responsibility for a variety of functions of the office, such as: the verification and reconciliation of taxes, including the posting, proving and maintenance of records and control accounts.
- May process delinquent accounts, providing follow-up to see to it that the monies are paid or seeing to it that proper steps are taken to affect a municipal lien, and occasionally taking steps for the taking of property through legal channels.
- Provides work guidance and assistance to another clerical worker, overseeing his/her work, and making certain that all work is accurate, complete and meets designated deadlines.

**Commonwealth of Massachusetts
Town of Lanesborough**



- Communicates directly with taxpayers and representatives of taxpayers at the counter, by mail and by phone, answering inquiries and complaints, and generally seeing to it that all pertinent information is properly transmitted.
- Traces property owners and others when mailing addresses do not reflect current forwarding addresses, in order to forestall delinquency or land taking; prepares appropriate legal documents to remove existing liens on property.
- Oversees monies received and checks cash drawers, balancing out cash daily; prepares payroll and information relating to budgetary requests.
- Prepares documents pertaining to tax titles, seeing to it that appropriate interest charges are added, preparing lien certificates, and generally performing those assignments to protect the town's interest in securing proper payment of bills.
-
- Performs other related duties of the position, as required and as assigned

Qualifications:

Education and/or Experience – Bachelor's degree in accounting or business administration or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. 1-3 years of experience in municipal or other local/state/federal government. 1-3 years of tax collection/treasurer experience preferred.

Abilities:

- Ability to attend to a significant amount of details, such as: computing, posting, proving and reconciling data in order to prepare financial statements and reports.
- Ability to prepare financial statements and correspondence, setting up materials and data in proper formats.
- Ability to make arithmetic calculations and to computer varying interest charges, with accuracy.
- Ability to provide training and guidance to others, coordinating work assignments effectively.
- Ability to establish and maintain harmonious relationships with others, especially co-workers, employees of other departments and members of the general public.

Commonwealth of Massachusetts
Town of Lanesborough



Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, hand, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Needs:

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the Board of Selectmen. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____